



State of Tennessee Department of Children's Services

## **Administrative Policies and Procedures: 3.20**

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**Subject: Sale of Goods Produced by Youth At Youth Development Centers**

Supersedes: DCS 3.20, 12/31/99

**Local Policy: No**

**Local Procedures: Yes**

**Training Required: No**

**Approved by:**

**Effective date: 12/31/99**

**Revision date: 01/01/04**

### **Application**

To All Department of Children's Services Youth Development Center Employees And Youth.

**Authority:** TCA 37-5-106

### **Policy**

The Department of Children's Services shall allow youth in youth development centers to produce goods for sale as deemed appropriate by the superintendents.

### **Procedures**

**A. Establishment of program**

The youth development center superintendent may establish a program whereby youth produce and sell goods that allows them to benefit from a free enterprise system.

**1. Responsibility**

It shall be the responsibility of the youth development center superintendent/or designee to ensure that the administration of the program is maintained appropriately.

**2. Kinds of products and goods**

The superintendent/designee must determine which products may be produced by youth for a profit.

**B. Written procedures**

The superintendent/designee must develop written procedures to:

1. Advise all youth of the program and criteria for participation.
2. Set firm prices that are competitive with similar products for all goods produced.
3. Display goods and/or samples of goods for sale.
4. Announce to prospective customers the specific goods available.

**C. Accounting system**

**1. Cost of supplies and equipment**

The superintendent/designee, in conjunction with the director of fiscal and administrative services, must establish a method to reimburse the facility for any costs of equipment or supplies used by youth.

**2. Payment to youth**

- a) Net profits from each youth's goods must be deposited into his or her trust fund.
- b) Youth must not be paid directly in cash and must not receive tips or excess payments.

**D. Restriction on purchases**

Employees of the Department of Children's Services are prohibited from purchasing goods made by youth, except for those goods made available to the general public.

**Forms**

None

**Collateral Documents**

None

**Standards**

None